Policy Sub-Committee Remit

Purpose

The Policy Sub-Committee (PSC) is responsible for overseeing the review, and recommendation of organisational policies to the Board.

The PSC will ensure that policies support the organisation's strategic objectives, comply with legislative and regulatory requirements, reflect good governance practices, and promote effective service delivery.

Accountability

- The Sub-Committee reports directly to the Board.
- The Sub-Committee does not have decision-making authority and all updated, or new policies, must be approved by the Board.

Responsibilities

Policy Sub-Committee Role

- Review and agree on existing policies in accordance with the approved policy review schedule.
- Consider proposals for new policies and significant amendments to existing policies.
- Ensure policies comply with relevant legislation, regulatory standards, governance requirements, and best practice.

Management Role

- The role of Management is to maintain a policy register and to prepare any new policies, and to review and update all existing policies.
- The Management Team and Lead Policy Officer must ensure all policies are up to date and comply with all legal, regulatory and best practice requirements.
- Where a policy cannot, for whatever reason, be updated within the date for review of the policy, the reasons should be provided to the subcommittee for agreement and an extension to the review date should be approved by the Board.
- The Management Team should present all new and updated draft policies to the subcommittee for review and agreement before they are submitted to the Board for approval.
- The Management Team should ensure procedures are fully developed, updated and implemented to demonstrate compliance with approved policies.

Membership

- A minimum of three Board members must be appointed to the Sub-Committee.
- The Sub-Committee must include a Chair.
- The Sub-Committee Chair will not normally be the Chair of the main Board.
- The Sub-Committee Chair will be elected by the members of the Sub-Committee.
- Additional members, or advisors, may be invited to attend meetings where specialist input is required.

Servicing
The arrangements for the Sub-Committee will be managed and serviced by the Corporate Support Manager, with support and input from Management Team members and Officers as required.

Meetings

- Reviews will normally be through email distribution and comments
- Meetings can be held virtually, or in-person, and matters may be agreed between Sub-Committee members through email.
- The Corporate Support Manager, or the relevant Lead Policy Officer, will ensure all new and revised updated policies are provided to the Sub-Committee members for review and consideration.
- Where an in-person or virtual meeting is held the quorum will be 3 members, including the Chair (or a designated deputy if the Chair is absent)

Reporting

- The Corporate Support Manager will provide brief written or verbal updates to the Board after each meeting.
- All policy recommendations must be submitted to the Board for approval.

Review of Remit
This remit will be reviewed by the Board every three years or when organisational needs change.

Created by	M Elder
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Next Review Date	Sept 2029
Date Approved – Policy Sub Committee	Nov 2025
Date Approved - Board	17th Feb 2026